# HP iPAQ

# HP Care Pack

To extend your product warranty
So können Sie Ihre Produktgarantie verlängern
Pour étendre la garantie appliquée à votre produit
Per estendere la garazia del prodotto
Para ampliar la garantía de su producto
De productgarantie uitbreiden
Så här utökar du produktgarantin
Forlængelse af produktgarantien
Utvide produktgarantien
Rozszerzenie gwarancji na produkt
Расширение гарантии на продукт
製品保証の延長方法
제품 보증 기간을 연장하려면
要延长您的产品保修期
延長產品保固

North America: www.hp.com/hps/carepack/handheld
Europe, Middle East, and Africa: www.hp.com/go/ipaqchoice
Asia Pacific: www.hp.com/apac/hpservices/carepack

HP iPAQ Product Information Guide

First Edition (September 2006)
Part Number: 432647-001

# Table of contents

# HP iPAQ Product Information Guide

**CAUTION** Text set off in this manner indicates that failure to follow directions could result in damage to equipment or loss of information.

## Welcome

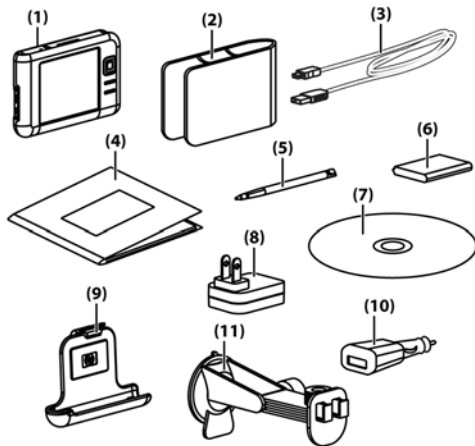
Thank you for purchasing the HP iPAQ Travel Companion. This guide has been designed to help you begin using your device quickly. For more detailed information, please refer to the Finding More Information section. In this guide you will learn how to:

- Use the travel-related functionality of the Travel Companion, including the built-in Global Positioning System (GPS) and WorldMate travel assistant.
- Set the Travel Companion to synchronize digital media and personal information such as Calendar, Contacts, and E-mail with a personal computer.
- Protect the Travel Companion from unintended damage by showing how to properly replace the battery cover on the device and by providing important information about protecting the device screen.
- Improve the device battery life, allowing for longer use between charges.
- Perform a soft reset or a factory reset to adjust device performance.
- Troubleshoot common device issues, including synchronizing.
- Use the on-screen keyboard, function keys, Calendar, Contacts, and Tasks.
- Use messaging, WLAN*, and Bluetooth.

  *WLAN is available on rx5900 series models only.

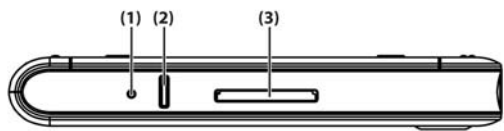
# Box Contents

This illustration depicts the items that come in the box with the Travel Companion. Use this illustration to become more familiar with the device.

**NOTE** Box contents vary by model.

| | Box Contents |
|---|---|
| **(1)** | HP iPAQ |
| **(2)** | Case |
| **(3)** | Mini-USB synchronization cable/power cable (2 ea) |
| **(4)** | HP iPAQ Documentation |
| **(5)** | Stylus |
| **(6)** | 1,700mAH li-ion removable/rechargeable battery |
| **(7)** | *Getting Started* CD with special software |
| **(8)** | AC adapter with interchangeable plug |
| **(9)** | Car kit — holder |
| **(10)** | Car kit — Travel power adapter |
| **(11)** | Car kit — windshield mounting bracket |

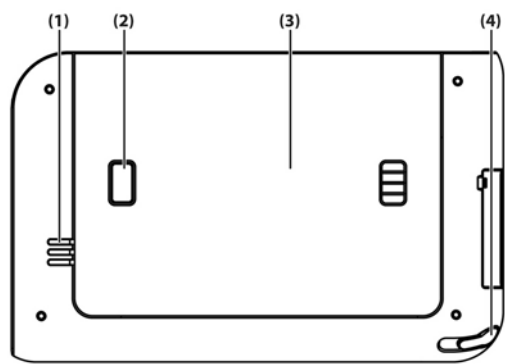
# Components

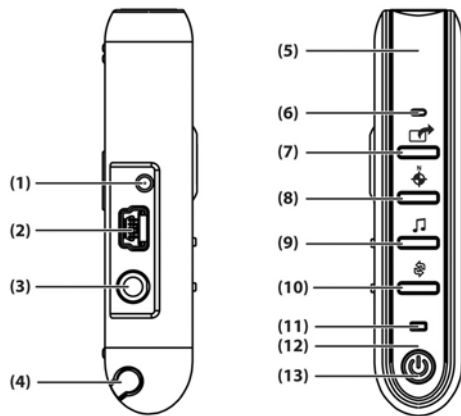
**NOTE** Not all models or features are available in all regions.

## Top Components

| | Component | Function |
|---|---|---|
| **(1)** | Reset Button | Press to perform a soft reset of the Travel Companion. |
| **(2)** | Record Button | Press to record voice or sound. |
| **(3)** | SD Slot | Insert a Secure Digital (SD) storage card for data storage or a Secure Digital Input/Output card (SDIO) card to extend the functionality of the Travel Companion. |

## Front Components

| | Component | Function |
|---|---|---|
| **(1)** | Start Menu Button | Press to open the Start menu. |
| **(2)** | OK Button | Press to close the current window or exit the current application. |
| **(3)** | 9–Way Navigation Button | • When in Standard mode:<br>  • Top — Scroll up<br>  • Bottom — Scroll down<br>  • Left — Scroll left<br>  • Right — Scroll right<br>• When using GPS:<br>  • Top — Zoom in<br>  • Bottom — Zoom out<br>  • Left — Volume down<br>  • Right — Volume up |

## Back Components

| | Component | Function |
|---|---|---|
| **(1)** | Speaker | Use the speaker to get spoken navigation instructions. |
| **(2)** | Battery Cover Release Button | Press to remove the battery cover. |
| **(3)** | Battery Cover | Remove to install or remove the battery. |
| **(4)** | Stylus | Use to input information. Slide out to remove the stylus. Slide in to replace the stylus. |

## Left and Right Side Components

| | Component | Function |
|---|---|---|
| **(1)** | MMCX External Antenna Port | Connects to 3V active external GPS antenna. |
| **(2)** | Charging/Communications Port | Connects to mini-USB synchronization cable. |
| **(3)** | Headset Connector | Plug a headset into this connector to listen to music. |
| **(4)** | Stylus | Use to input information. Slide out to remove the stylus. Slide in to replace the stylus. |
| **(5)** | Internal WLAN Antenna* | Allows connection to wireless networks. (rx5900 series models only) |
| **(6)** | Microphone | Speak into the microphone to record voice notes. |
| **(7)** | Quick Launch Button | Press to access the HP Quick Launch screen. Press and hold to launch Calendar. |
| **(8)** | Navigation Button | Press to launch GPS navigation. Press and hold to launch Contacts. |
| **(9)** | Windows Media Player Button | Press to launch Windows Media Player. Press and hold to launch Pocket Internet Explorer. |
| **(10)** | Rotate Screen Button | Press to rotate the screen to portrait or landscape orientation. Press and hold to launch Photosmart Mobile. |
| **(11)** | Wireless LED | • Blue LED—WLAN*, Bluetooth, or GPS is on.<br>• LED off—WLAN*, Bluetooth, or GPS is off.<br>*WLAN is available on rx5900 series models only. |
| **(12)** | Internal Bluetooth Antenna | Allows connection to other Bluetooth devices. |
| **(13)** | Power Button and LED | Press to turn the unit on and off.<br>• Solid amber light — Battery is charging<br>• Solid green light — Battery is fully charged<br>• Flashing amber light — Reminder or alarm |

# *Getting Started* CD Contents

The *Getting Started* CD includes:

- Microsoft ActiveSync 4.1 or later
- Microsoft Outlook 2002
- *Additional Product Information*
- *Important Safety Information*
- WorldMate Active Sync Plug-in
- HP Photosmart Premier
- Additional software for the Travel Companion and personal computer

All software and documents are designed to be installed on a personal computer to enable use of the Travel Companion to its full potential.

**NOTE** All current Microsoft operating systems are supported by ActiveSync 4.1, except Windows 98SE and Windows ME.

# Navigation Quick Start

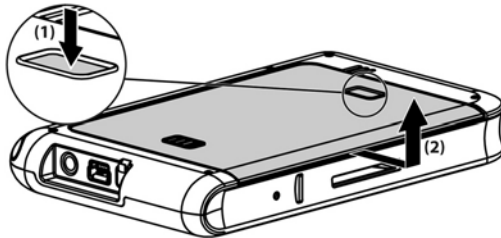
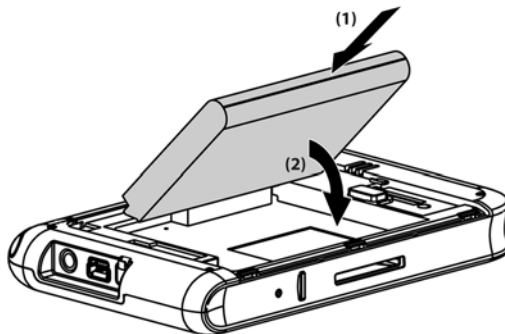
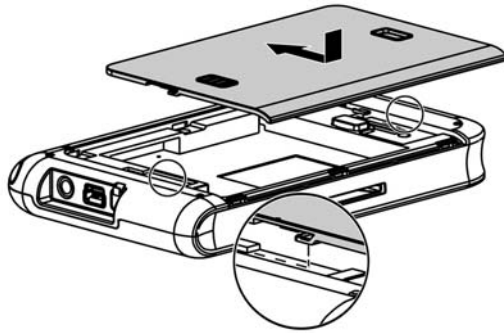
The Travel Companion can be used as a GPS navigation system right out of the box. The sections that follow provide instruction to prepare and use the Travel Companion immediately after purchase.

**CAUTION** Drive with due care and attention when using the Travel Companion for navigation.

## Installing the Battery

The battery provides power for the Travel Companion to operate. The Travel Companion comes with a mini-USB synchronization cable, which you must use with a power adapter to charge the device.

To install the battery:

1. Turn the Travel Companion over so you can see the back battery cover.
2. Press the battery release button (1).
3. Slide the battery compartment cover down about 1/2 inch, and then lift the cover off the Travel Companion (2).

4. Insert the battery into the compartment (1) so that the connectors on the battery mate with the pins in the battery compartment, and then press down until the battery locks into place (2). As you insert the battery, be sure to pull the battery removal tab out so it is on the outside of the battery.

5. Replace the cover by first laying the cover on the battery compartment opening, aligning the tabs, and then sliding the cover until it locks into place.

Do not attempt to insert the battery cover tabs into the compartment slots without first placing the cover onto the compartment and sliding it closed.

## Powering On and Setting Up

The first time you turn on the Travel Companion, follow the on-screen set up instructions. After completing this initial setup, the Travel Companion displays the Quick Start Tour, which provides information about using the Travel Companion. View as much of the Quick Setup Tour as needed. When exiting the tour, the Travel Companion initiates the HP Quick Launch screen, which provides the ability quickly and easily open applications on your iPAQ.

## HP Quick Launch

HP Quick Launch is a simple way to open the most frequently used programs on the Travel Companion.

- Tap the **Today** icon to access the **Today** page.
- Tap the **Travel Assistant** icon to access WorldMate travel applications, Calendar, Contacts, and the Calculator.
- Tap the **Entertainment** icon to access entertainment applications like Windows Media Player 10, Photosmart Mobile, and games.
- Tap the **Internet** icon to access the Internet browser.
- Tap the **Navigation** icon to use GPS navigation.

HP Quick Launch is configured by default to be the home screen of the Travel Companion. Switch to use the Today screen as the home screen by tapping **Menu > Settings** and clearing the check boxes. You can also access the **Today** screen from the **Start** menu.

You can also configure Quick Launch by tapping **Menu > Settings** and:

- Selecting **Launch On Reset** to automatically start Quick Launch every time the device is soft reset.
- Selecting **Launch on Wakeup** to automatically start Quick Launch every time the device is switched on.

To learn more about the capabilities of the Travel Companion, refer to this guide as well as the *Additional Product Information* on the *Getting Started* CD. To begin navigation, proceed to the next step.

## Navigation Setup

If you do not want to navigate now, continue learning about the Travel Companion and refer back to this section when you do want to use navigation.

You can use the navigation features of the Travel Companion right out of the box. The easiest way to open the GPS application is from the HP Quick Launch screen. When launching the GPS application for the first time, follow the on-screen instructions to configure and set up personal preferences.

The Travel Companion includes a built-in GPS receiver. To navigate to a destination, the GPS application must determine your current position, for which it uses the Global Positioning System (GPS). Available for free and without subscription, GPS uses satellites to transmit signals to GPS receivers. GPS signals work in all weather, anywhere in the world.

To establish a GPS signal, use the GPS receiver outdoors with a clear view of the sky. The GPS application can take several minutes to find your current position during its first use. If it takes longer, make sure that you are in an open place without tall buildings or trees nearby. In subsequent uses, the GPS application will find your position much faster. Once the GPS application locates your current position, the application shows your position on the map.

**NOTE** To reduce connection time, you should not be moving the first time you attempt to establish a GPS connection.

If you want to immediately start navigating:

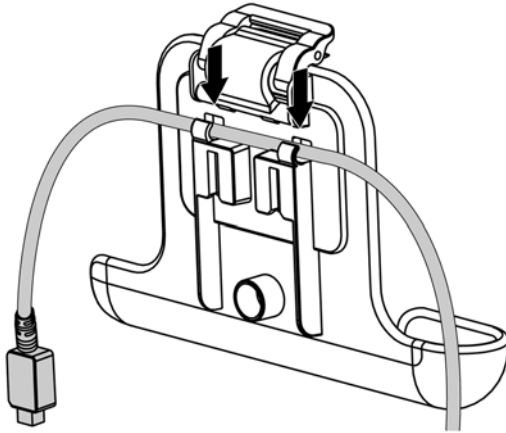
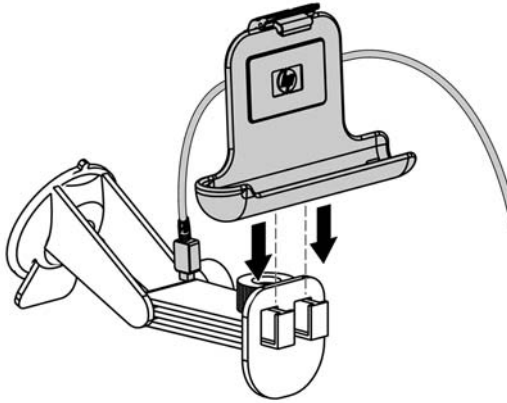
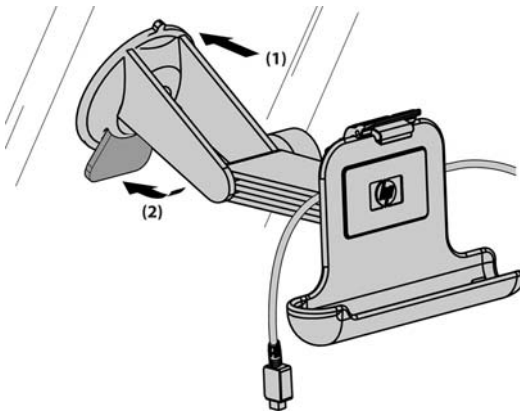
1. Press the power button to power on the Travel Companion.
2. Start the GPS application by tapping **Navigation** from the HP Quick Launch screen.
3. Place the Travel Companion in a location with a clear view of the sky.
4. Install the car kit.
5. Insert the Travel Companion and plug it in using the travel power adapter.

## Car Kit Setup

The car kit allows you to mount the Travel Companion in a location in your car that provides the best access to a GPS signal.

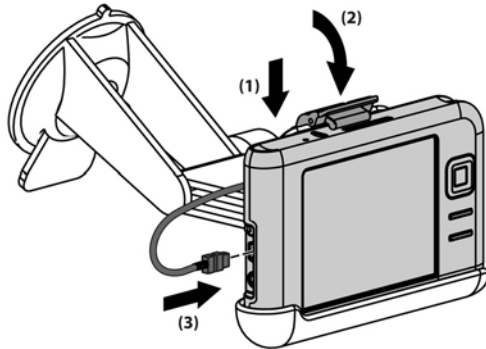
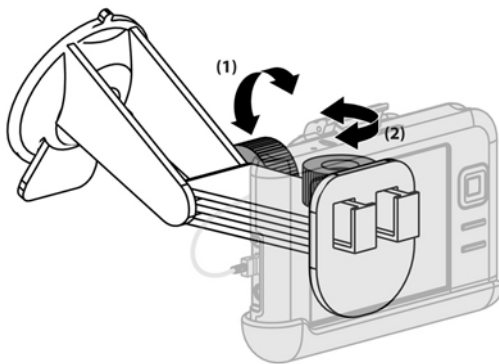
To install the car kit:

1. Plug the power cable into the Travel Power Adapter, and then plug the adapter into a vehicle power outlet.

2. Attach the power cable to the clips on the back of the Travel Companion holder. Be sure to leave enough cable to plug into the Travel Companion, and that the connector is turned the correct way to plug into the unit.

3. Install the holder onto the windshield mounting bracket.

4. Place the car kit assembly onto the windshield (1), and then press the locking lever (2) to securely mount the assembly into place.

5. To install the Travel Companion:

   **a.** Insert the Travel Companion into the mounted car kit holder (1).

   **b.** Insert the securing clip into the slot on the top of the Travel Companion (2).

   **c.** Plug the power cable into the Travel Companion (3).

6. Use the knobs to adjust the vertical and horizontal orientation of the Travel Companion.

## Using TomTom Navigator 6

For more detailed information about TomTom Navigator 6, see the TomTom user guide on the *Getting Started* CD.

**CAUTION** Drive with due care and attention when using the Travel Companion for navigation.

### Navigating to Destinations

**NOTE** TomTom Navigator 6 must first locate its current position before it can plan a route.

To plan a route:

1. With TomTom open, tap the screen to display the main menu.
2. Tap **Navigate to**. There are several options to navigate to. This procedure demonstrates navigating to an address.

   **NOTE** Travel Companion/GPS integration also allows you to navigate to any entry in your personal Contact list that has an address entered.

3. Tap **Address**. When entering an address, select from the following options:
   - **City center**: Tap to set the destination as the center of a city or town.
   - **Street and house number**: Tap to set an exact address as the destination.
   - **Zip Code**: Tap to enter a zip code as the destination.
   - **Cross street or intersection**: Tap to set the destination as the point where two streets meet.

   This procedure demonstrates navigating to an exact address.

4. Tap **Street and house number**.
5. Start to type the name of the town to which to navigate. As you type, names of towns display that match what you have typed. When the correct town displays, select it.
6. Start to type the name of the street. As you type, the names of the streets display that match the street you typed. When the correct street displays, select it.
7. Type the house number of the destination, and then tap **Done**.
8. TomTom asks whether you need to arrive at a particular time. If you tap **YES** and select an arrival time, TomTom indicates whether you will arrive on time.
9. After TomTom calculates the route, tap **Done**.

TomTom immediately starts guiding you to your destination with spoken and visual instructions.

### Menus

To open the main menu, tap the screen at any time when TomTom displays the Driving View.

**NOTE** The following list is only a subset of all of the available menus. For a complete list, see the TomTom Navigator 6 documentation on the *Getting Started* CD.

**Navigate to**: Tap to start planning a route.

**Find alternative**: Tap if you want to avoid part of the route, travel by way of a specific location, or calculate an alternative route.

**TomTom Traffic**: Tap to access information about the traffic along your route. TomTom Traffic is not available in all countries.

**Add favorite**: Tap to create a Favorite, which may be a favored location, or a frequently visited location.

**Change preferences**: Tap to open the **Preferences** menu and change the way TomTom behaves.

## Saving Destinations

Use the **Favorites** feature to save destinations to make it easy to navigate to them later. Favorites are frequently visited places. Create Favorites to avoid entering an address every time you want to navigate there.

To create and save a favorite destination:

1. From the Main Menu, tap **Add Favorite**. Select the location of the Favorite from the following list :
    - **Home**: You can specify your Home location as a Favorite.
    - **Address**: You can specify an address as a Favorite. When entering an address, choose from the same four options available in the **Navigate to** menu.
    - **Recent destination**: Select a Favorite location from a list of recently used destinations.
    - **Point of interest (POI)**: Add a Point of Interest (POI) as a Favorite.
    - **GPS position**: Add your current position as a Favorite.
    - **Point on map**: Create a Favorite using the map browser. Select the location of the Favorite using the cursor, and then tap **Done**.
    - **Latitude/Longitude**: Create a Favorite by entering latitude and longitude values.
    - **TomTom Buddy**: Create a Favorite based on the current position of a TomTom Buddy. TomTom Buddies are other TomTom users that you can track, exchange Points of Interest with, etc.
    - **Contact**: You can specify any of your Contacts with an address as a Favorite.
2. Assign the favorite a name that is easy to remember. TomTom suggests a name, usually the address of the Favorite. Start typing to specify a different name.

## Preferences

To change the behavior of TomTom, tap **Change preferences** in the Main Menu. Some of the options include:

- **Use night colors**: Tap to reduce the brightness and use darker colors on the map.
- **Turn off 3D display**: Tap to view the map from above while navigating. When you turn off the 3D display, you can choose whether the map shows north or your direction of travel at the top.
- **Enable/disable POIs**: Tap to set which Point of Interest categories display on the map.

- **Safety preferences**: Tap to set the safety preferences such as the safety lock. When you enable the safety lock, you cannot access all buttons and features of TomTom while driving.
- **Change voice**: Tap change the voice that provides spoken instructions.
- Tap the arrow to open the next page of buttons.

## Points of Interest (POI)

Points of Interest or POIs are useful locations on the map. Examples include:

- Restaurants
- Hotels
- Museums
- Parking garages
- Gas stations

To navigate to a POI:

1. Tap the screen to display the main menu.
2. Tap **Navigate to** in the main menu.
3. Tap **Point of Interest**.
4. Narrow the number of POIs by selecting the area of the POI location. Select one of these options:
   - **POI near you**: To search from a list of POIs near your current position.
   - **POI in city**: To choose a POI in a particular town or city.
   - **POI near Home**: To search from a list of POIs near your Home location.

   If currently navigating to a destination, you can select from a list of POIs that are on the route or near the destination. Choose one of these options:
   - **POI along route**
   - **POI near destination**
5. Select the category of POI.

   Tap any POI category to search for a POI by name. If you do not find the POI, tap its category. Tap the arrow to choose from the complete list of categories. Select the category from the list or start to type the name of the category and select it when it displays in the list.
6. From the list of POIs, select the POI to navigate to. If you know the name of the POI, tap **Find**, and then type the name. Select it from the list when it displays.

After you select a POI, TomTom calculates the route to the POI.

## TomTom Plus

TomTom PLUS is a collection of services that keep you informed and entertained while on the road. You can subscribe to a range of extras and download them either directly to your Travel Companion or download them to your computer, and then transfer them to your Travel Companion.

## Travel Tools

### WorldMate Standard Edition

The Travel Companion comes preinstalled with WorldMate Standard Edition. This travel assistant provides a host of tools that aid in travel planning. Features include:

- Clocks for global city list
- Currency converter with ability to automatically or manually update currency rates
- World map with city locator
- Weather forecasts for global city list
- Measurement converter
- Country phone codes and area codes
- Clothing size chart
- Extensive packing lists

Weather forecasts and automatic currency conversion require synchronizing the Travel Companion with a PC that is connected to the Internet and running WorldMate Active PC Sync Plug-in.

For more information about WorldMate Standard Edition, see the *Additional Product Information* on the *Getting Started* CD.

### Organizer Features

The Travel Companion includes a number of organizer features that allow you to manage busy travel times.

E-mail — While traveling, you can use an Internet Service Provider (ISP) to send and receive Outlook and Internet e-mail. You can also access e-mail using a VPN connection.

Calendar — Sync with the company network and use the built-in Outlook calendar to update and manage appointments, including meetings and other events. You can display appointments for the day on the **Today** screen.

Contacts — Use the built-in contacts database to manage travel contacts.

Wireless — Using WLAN* and Bluetooth, connect to and exchange information with other handheld devices, various network types, or the Internet.

**NOTE** WLAN is available on rx5900 series models only.

# Continuing Setup

## Setting Up the Travel Companion

Use the following steps to quickly set up the Travel Companion. These steps allow you to load software so you can sync with your personal computer and update WorldMate information, integrate with e-mail and contacts, etc.

## Step 1: Charge the battery

**CAUTION** To avoid damaging the Travel Companion or the AC adapter, be sure all connectors are properly aligned before connecting.

It takes approximately 2 to 4 hours to fully charge the battery the first time. Subsequent charges may take longer.

1. Insert the USB end of the mini-USB cable into the port on the AC adapter.
2. Install the appropriate head onto the AC adapter.
3. Connect the AC adapter to an electrical outlet.
4. Connect the mini-USB cable to the charging/communications port on the Travel Companion. The cable connector only fits one way, so do not force it. If the connector does not insert easily, turn it over.

**NOTE** Whenever a replacement battery is inserted into the Travel Companion, press and hold the **Reset** button for at least two seconds, or attach an AC adapter to turn on the device.

## Step 2: Insert the *Getting Started* CD into the CD drive of a personal computer

Use the *Getting Started* CD to complete the setup of the Travel Companion and to synchronize the Travel Companion with a personal computer.

The **HP Install Wizard** automatically opens, and the application starts to run.

**NOTE** Do you have administrative rights on your personal computer? If not, you may have problems installing the applications from the *Getting Started* CD. An administrator needs to install the applications.

## Step 3: Follow the personal computer on-screen instructions

The **HP Install Wizard installs:**

- Microsoft Outlook 2002
- Microsoft ActiveSync
- WorldMate Active Sync Plug-in
- Additional software applications

## Step 4: Synchronize your HP iPAQ with your personal computer

### Synchronization

Microsoft ActiveSync software, located on the *Getting Started* CD, allows your HP iPAQ and your personal computer to communicate with each other.

For synchronization to work properly, install Microsoft ActiveSync on your personal computer *before* connecting your HP iPAQ to your computer.

Use Microsoft ActiveSync to:

- Synchronize information between your HP iPAQ and up to two computers or one server so that the latest information is in all locations.
- Change synchronization settings and the synchronization schedule.
- Copy files between your HP iPAQ and computer.
- Install applications on your HP iPAQ.
- Synchronize links.
- Send and receive e-mail.
- Request meetings.

Synchronizing your HP iPAQ with a personal computer keeps the same information (such as calendar, contacts, and e-mails) on both units, making it available when you work on your personal computer or when you take your HP iPAQ on the go. Synchronize your HP iPAQ with a personal computer using one of the following methods:

- Mini-USB synchronization cable
- Bluetooth

To synchronize your HP iPAQ and a personal computer using the mini-USB synchronization cable:

1. Be sure ActiveSync 4.1 or later is installed on your personal computer.
2. Plug the USB end of the synchronization cable into your personal computer.
3. Connect the mini-USB end on the synchronization cable to the charging/communications port on your HP iPAQ.

   **CAUTION** To avoid damaging your HP iPAQ or the AC adapter, check to be sure all connectors are properly aligned before connecting them.

   Synchronization begins automatically.
4. Click **Next** on the **Synchronization Setup Wizard** screen.
5. Perform one of the following:
   - By default, the check box is selected to synchronize directly with a Microsoft Exchange Server. Clear this check box if you do **not** want to synchronize directly with a Microsoft Exchange server, and then click **Next**.
   - Click **Next** to synchronize directly with a Microsoft Exchange server.
6. When the **Synchronization Options** screen displays, select the items to synchronize between your HP iPAQ and your computer, and then click **Next**.
7. After the items have been synchronized, click **Finish**. The **Synchronization Setup Wizard** starts synchronizing the items you checked.

If ActiveSync does not begin synchronizing, start it manually:

▲ On your personal computer, open ActiveSync by selecting the **Start** menu **> Programs > Microsoft ActiveSync**.

### Troubleshooting Help for Synchronization Issues

Following is a list of symptoms that may indicate synchronization issues are occurring:

- No ActiveSync chimes sound (or a gray icon displays), and there is no activity in the ActiveSync window on your personal computer.
- ActiveSync chimes sound, and the ActiveSync icon on your personal computer changes to a swirling green icon. The “retrieving settings” message appears on your personal computer, but the ActiveSync connection drops prior to establishing the partnership.
- ActiveSync is searching for a connection but none occurs. (The green icon on your personal computer continues to spin.)
- Synchronization has been established between your HP iPAQ and personal computer but connection is dropped. (The green icon on your personal computer stops spinning and grays out.)
- Firewall or other network protection software message box is displayed for ActiveSync to access the network or Internet.

If you experience difficulty while synchronizing your HP iPAQ and personal computer, try the following solutions to troubleshoot any synchronization issues:

- Confirm that you are running ActiveSync on your personal computer with a supported operating system (OS).
  - To get more information about the supported OS versions, visit: www.microsoft.com/windowsmobile.
  - The latest version of ActiveSync is at: www.microsoft.com/windowsmobile/downloads.
- If you are running ActiveSync 4.1 or later and personal firewall software on your personal computer, please add ActiveSync to the firewall program’s exception list.

  (Firewall software, such as Sygate Personal Firewall, TrendMicro PC-cillin Internet Security, Norton Personal Firewall, McAfee Personal Firewall, or Zone Alarm Security Suite may block synchronization.) Refer to the documentation that came with your firewall program to determine how to add ActiveSync 4.1 or later to the program’s exception list. To further troubleshoot a firewall application and enable ActiveSync 4.1 or later, visit: www.microsoft.com/windowsmobile/help/activesync.
- During the ActiveSync installation, if you inadvertently left the Microsoft Exchange Server option box checked and are not planning to connect to an Exchange server, follow these steps:
  - Connect your HP iPAQ to your personal computer. Be sure an ActiveSync connection is established.
  - On your personal computer, click **Start > All Programs > Microsoft ActiveSync**.
  - Click **Tools > Options > Sync Options** tab.
  - Uncheck the boxes for the sync items listed under the Server group.
  - Place a checkmark in the boxes under the Desktop group for those items to synchronize.
- Disconnect your HP iPAQ from your personal computer and wait for the ActiveSync message confirming that your device is no longer connected. Reconnect your HP iPAQ to your personal computer. Wait for about two minutes to see if your HP iPAQ connects to your personal computer.

- On your personal computer, in ActiveSync, select **File > Connection Settings**. Confirm that USB is selected as a connection method.
- Connect your HP iPAQ to a different USB port on your personal computer.
- Check your mini-USB synchronization cable. Consider using another mini-USB synchronization cable if one is available.
- Try synchronizing via a Bluetooth connection.
- Restart your personal computer and perform a soft reset on your HP iPAQ. (A soft reset does not erase any settings, programs or data.) Use the stylus to lightly press the **Reset** button. Your HP iPAQ restarts and displays the HP QuickStart Tour. Once your personal computer and HP iPAQ restart, reconnect your HP iPAQ to your personal computer.
- Uninstall ActiveSync from your personal computer and then reinstall it. To uninstall ActiveSync from your personal computer, click **Start > Control Panel > Add or Remove Programs > Microsoft ActiveSync**. Then click the **Remove** button and click **Yes**.
- After trying the above solutions without any success in solving the connection problem, perform a factory reset on your HP iPAQ. (A factory reset clears all user-installed settings, programs, and data and restores your HP iPAQ to factory settings.)

Reinstall applications on your HP iPAQ once the factory reset is complete by using ActiveSync on your personal computer. Once your HP iPAQ is synchronized properly, go to ActiveSync on your personal computer and select **Tools > Add/Remove Programs** and select any programs to reinstall.

## Finding the Serial Number and Model Number

Locate the serial and model numbers before contacting HP Customer Support, particularly if you are calling for in-warranty support.

View the serial number and model ID by tapping **Start > Programs > HP Help And Support > Serial and Model Number**.

You can also find this information next to the battery of your HP iPAQ. To locate the serial number:

1. Remove the battery cover.
2. Locate the label containing the serial number next to the battery.

## Protecting Your HP iPAQ with a Password

Keep your data more secure by requiring a password every time you turn on your HP iPAQ.

1. Tap **Start >Settings > Personal** tab **> Lock > Password** tab.
2. Select the **Prompt if device unused for** check box, and select the amount of time from the list box that your HP iPAQ must be unused before the password is required.
3. In the **Password type** field, select the type of password you would like to use. Enter the password and confirm the password.

4. On the **Hint** tab, enter a phrase to help you remember your password. Be sure that your hint doesn't allow others to guess your password. The hint is displayed after the wrong password is entered five times.

5. When prompted, tap **OK**. The next time your HP iPAQ is unused for the specified amount of time, you are prompted to enter your password.

**Tip** Use the same steps as above to change or reset your password.

## Today Screen

Access the **Today** screen by tapping **Start > Today**.

The **Today** screen shows appointments, active tasks, and information about e-mail messages. Along the top of the **Today** screen are the connectivity indicators, **Volume** icon, the battery level indicator, and the clock.

Tap a section of the **Today** screen to open the program that is associated with that section.

To customize the **Today** screen:

1. Tap **Start > Settings > Today**.

2. On the **Appearance** tab, select the desired theme for the background of the **Today** screen.

3. On the **Items** tab, select the items to appear on the **Today** screen.

**Tip** To change the order of items displayed on the **Today** screen, tap the item, and tap **Move Up** or **Move Down**.

**NOTE** There are two default softkeys on the bottom of the **Today** screen: **Calendar** and **Contacts**. On the **Today** screen, the **Calendar** softkey is also the **Notification** softkey. Any type of *alert*, such as a meeting reminder is displayed on the **Today** screen as a notification.

### Status Icons

The following status icons are displayed on the Navigation or Command bar. Tap the icon on the HP iPAQ screen to view more information related to the item.

| Icon | Status |
|---|---|
| | Indicates that one or more networks are present. Tap the icon to access an available network. |
| | Indicates connection to a wireless network. |
| | Indicates connection to ActiveSync, but not currently synchronizing. |
| | Inactive connection to computer or wireless network. |

| Icon | Status |
| --- | --- |
| | Microsoft ActiveSync is synchronizing. |
| | Speaker is on. |
| | Speaker is off (or in mute position). |
| | Battery power is low. |
| | Battery power is very low. |
| | E-mail has been received. |
| | Instant messages received. |

## iPAQ Wireless

Tap **Start > iPAQ Wireless** or tap the **iPAQ Wireless** icon on the **Today** screen to launch iPAQ Wireless, which provides a control center to turn WLAN and Bluetooth on and off, and to configure their settings. The GPS software controls the GPS receiver.

| Icon | Status |
| --- | --- |
| WLAN | WLAN is on. |
| WLAN | WLAN is off. |
| | Bluetooth is on. |
| | Bluetooth is off. |
| GPS | GPS receiver is on. |
| GPS | GPS receiver is off. |

*WLAN is available on rx5900 series models only.

The **iPAQ Wireless** screen has two power buttons to turn wireless features on and off. The **WLAN** and **Bluetooth** tabs allow you to access each wireless activity individually. Configure wireless connections by tapping **View WLAN Networks** on the **WLAN** tab or **Bluetooth Settings** on the **Bluetooth** tab.

## Checking the Battery Charge Level

To monitor the battery power, tap either the **Battery** icon on the TodayPanel Lite or tap **Start > Settings > System** tab **> Power**.

If the battery charge level is low, connect to AC power.

## Battery Saving Tips

The HP iPAQ is as individual as you are. Adjust the settings on your HP iPAQ to fit your individual needs and to help the battery last as long as possible between charges. Here are some recommendations for how to conserve battery life.

- Dim the Backlight – Keep the display only as bright as required to view the screen easily. On the **Today** screen, use the stylus to adjust the Backlight Brightness Level slider, near the **Light bulb** icon.
- Auto Turn Off the Backlight – On the **Today** screen, tap the **Light bulb** icon and make sure the first box is checked. Specify a short amount of time to wait before turning off the backlight.
- Keep Wireless Features Off – Always turn off the WLAN and Bluetooth power when they are not in use. Tap **Start > iPAQ Wireless**, and then tap the WLAN or Bluetooth button to turn the features off. WLAN is available on rx5900 series models only.
- Sounds & Notifications – Every time you are notified of an event, battery power is consumed. Go to **Start > Settings > Sounds & Notifications > Notifications** tab and turn off any notification types that are unnecessary.
- Auto Turn Off Device – On the **Today** screen, tap the **Battery** icon, and then tap the **Advanced** tab. Make sure the first box is checked, so the device automatically powers off when not in use. Specify a short amount of time to wait before automatically powering off your HP iPAQ.
- Turn GPS off – Always turn off the GPS receiver when you are not using GPS. Close the GPS application to turn off the receiver.

To keep your HP iPAQ charged, remember to use the car charger when using your HP iPAQ in the car.

# Entering Text

Depending on your preference, use the on-screen keyboard or a handwriting recognition feature such as Block Recognizer, Letter Recognizer, or Transcriber to enter text in programs.

1. Tap **Start > Settings > Personal** tab **> Input**.
2. On the **Input Method** tab, select a text input method and change options as appropriate.
3. Tap **OK**.

You can now go to a program (such as Notes) and start entering text.

| Text Input Method | Definition |
| --- | --- |
| Block Recognizer | Use a single stroke to write letters, numbers, symbols, and punctuation that are then converted into typed text. Perform gestures to enter Return and Backspace. |
| Keyboard | Tap keys on the on-screen keyboard displayed on the screen to enter text. |
| Letter Recognizer | Write individual letters, numbers, and punctuation that are converted into typed text. |
| Transcriber | Write in cursive, print, or mixed handwriting (consisting of both cursive and print) and convert writing into typed text. |

**Tip** Change the text input method from within any program by tapping the **Input Selector** arrow and tapping an input method.

## Entering Text Using Block Recognizer

**NOTE** Some text entry methods are not supported in all languages. In addition, some languages may support alternate text entry methods.

1. From any program, tap the **Input Selector** arrow, and then **Block Recognizer**.
2. Write characters, numbers, and symbols in the designated writing area.
   - Enter letters by writing in the abc (left) area of the box.
   - Enter numbers by writing in the 123 (right) area of the box.
   - Enter symbols and punctuation by tapping in either area of the box and then writing the desired character.

**NOTE** Block Recognizer is available when text entry is possible.

**Tip** For help with writing characters with Block Recognizer, tap the question mark near the writing area.

## Entering Text Using the On-screen Keyboard

**NOTE** Some text entry methods are not supported in all languages. In addition, some languages may support alternate text entry methods.

1. From any program, tap the **Input Selector** arrow, and then **Keyboard**.
2. Tap on the appropriate characters, numbers, and symbols on the on-screen keyboard.

Increase the size of the on-screen keyboard keys to make them easier to tap.

1. Tap **Start > Settings > Personal** tab **> Input**.
2. On the **Input Method** tab, select **Keyboard** as the input method, and tap **Large keys**.
3. Tap **OK**.

**NOTE** Enlarge the keys even more by selecting the **Use gestures for the following keys** check box. Fewer keys appear on the keyboard, but you can do gestures for Space, Backspace, Enter, and Shift+key.

## Entering Text Using Letter Recognizer

**NOTE** Some text entry methods are not supported in all languages. In addition, some languages may support alternate text entry methods.

1. From any program, tap the **Input Selector** arrow, and then **Letter Recognizer**.
2. Write characters, numbers, and symbols in the designated writing area.
   - Enter capital letters by writing in the ABC (left) area of the box.
   - Enter lowercase letters by writing in the abc (middle) area of the box.
   - Enter numbers by writing in the 123 (right) area of the box.
   - Enter punctuation and symbols by tapping in either area of the box and then writing the desired character.

**NOTE** Letter Recognizer is available when text entry is possible.

**Tip** For help with writing characters with Letter Recognizer, tap the question mark near the writing area.

## Writing with Transcriber

**NOTE** Some text entry methods are not supported in all languages. In addition, some languages may support alternate text entry methods.

Transcriber works transparently in the background of programs, recognizing words with its integrated dictionary. When Transcriber is turned on, it interprets stylus movement anywhere on the screen as handwriting input.

To write with Transcriber:

1. From any program, position the cursor where you want the text to appear.
2. Use the stylus to write anywhere on the screen.

The handwriting is converted to text shortly after you lift the stylus from the screen.

# Resetting Your HP iPAQ

You might need to perform a soft reset if your HP iPAQ stops responding. The two types of resets are soft and factory.

## Performing a Soft Reset

A soft reset stops all running applications, but does not erase any programs or saved data.

**NOTE** Be sure to close all running applications before performing a soft reset.

To perform a soft reset:

1. Locate the recessed **Reset** button on your HP iPAQ.
2. Use the stylus to lightly press the **Reset** button.

The HP iPAQ restarts and displays the HP QuickStart Tour.

## Performing a Factory Reset

A factory reset clears all user-installed settings, programs, and data, and restores your HP iPAQ to factory settings.

To perform a factory reset and return your HP iPAQ to factory settings:

1. Press and hold the **Quick Launch** and **Rotate Screen** buttons.
2. While holding these buttons, use the stylus to lightly press the **Reset** button on the HP iPAQ until the device restarts.
3. When the HP iPAQ restarts, release all of the buttons, and then remove the stylus from the **Reset** button.

   The HP iPAQ restarts and powers on.

# Entertainment

Your HP iPAQ lets you have fun with several entertainment features:

- Play music and watch videos

  Play music and watch videos on your HP iPAQ with Windows Media Player 10 Mobile. Synchronize media files between a Windows-based computer and your HP iPAQ. Update playlists, copy music library, and use online music services with Windows Media DRM protection.

- View and manage digital photos

  Use your HP iPAQ with HP Photosmart Mobile as a digital photo album that's always with you to view and share photos in high-quality color. Use the Slide Show to watch photos of friends and family, while your HP iPAQ charges.

- Play games

  Let your HP iPAQ help to fill your spare time with games like Solitaire or Bubble Breaker. Purchase other game titles and useful applications by visiting http://mobile.handango.com/hp or find more information on the *Getting Started* CD.

## Windows Media Player 10 Mobile

Microsoft Windows Media Player 10 Mobile with enhanced features allows you to enjoy digital media in new ways both at home and on the go. The personal computer (PC) version of Windows Media Player 10 can be downloaded for free from Microsoft.

With this new version:

- Sync music, playlists, videos, and recorded TV to your HP iPAQ for easy enjoyment on the go.
- Automatically convert video and recorded TV during sync to an optimized and size reduced format for better viewing on your HP iPAQ.
- Manually select digital media to sync to your HP iPAQ, or automatically sync to your HP iPAQ each time you connect, based on your preferences.
- New music subscription services enable you to pay a monthly fee and download all the music you want. With Windows Media Player 10, you can now take those songs with you on your HP iPAQ.

For a complete list of features and more, visit www.microsoft.com/windows/windowsmedia/player/windowsmobile.

**NOTE** Protected files are digital media files that are secured with a license to prevent unauthorized use or playback. Licenses are created and managed by using the Digital Rights Management (DRM) technology.

## Listening to Music and Watching Videos

Use Windows Medial Player 10 Mobile to play songs, videos, and playlists that are stored on your HP iPAQ or removable storage card.

1. If you are not on the Library screen, tap **Menu > Library**.
2. If necessary, on the Library screen, tap the **Library** arrow (near the top of the screen), and then tap the library that you want to use (for example, **Storage Card**).
3. Tap a category (for example, **My Music** or **My Playlists**), tap and hold the item that you want to play (such as a song, album, or artist name), and then tap **Play** or **Queue Up**.

**NOTE** To play a file stored on your HP iPAQ but that is not in a library, on the Library screen, tap **Menu > Open File**. Tap and hold the item that you want to play (such as a file or a folder) and then tap **Play** or **Queue Up**.

## Clearing the Now Playing List

Under Windows Media Player, the Now Playing playlist displays the currently playing file and any files that are queued up to play next. Quickly remove all items from the playlist by clearing it.

1. If you are on the **Library** screen, select the **Now Playing** category to display the **Now Playing** screen.

   If you are on the **Playback** screen, select **Now Playing** to display the **Now Playing** screen.
2. On the **Now Playing** screen, tap **Menu > Clear Now Playing**.

### Updating a Library

In most cases, Windows Media Player 10 Mobile automatically updates your libraries as necessary. However, you can manually update a library to ensure that it has links to any new files that you might have recently copied to your HP iPAQ or a removable storage card.

1. If you are not already on the **Library** screen, tap **Menu > Library**.
2. On the **Library** screen, tap **Menu > Update Library**.
3. Wait for the files to be added, and then tap **Done**.

## HP Photosmart Mobile

Use HP Photosmart Mobile to:

- View pictures stored on the HP iPAQ or a storage card.
- Add voice or text notes to pictures.
- Print pictures.
- View a slideshow.
- Send pictures by e-mail attachments.
- Associate a picture with a Contact.
- Assign a picture to the **Today** screen background.

### Attaching a Voice Note to a Picture

To attach a sound file to a picture:

1. Tap **Start > Programs > Photosmart Mobile**.
2. Tap the thumbnail picture in which you want to add a voice note.
3. Tap the **Cassette** icon.
4. Tap the **Record** button on the Recording toolbar.
5. Speak into the microphone to record the sound file and tap the **Stop** button when finished.
6. Tap the **Cassette** icon again to close the Recording toolbar.

### E-mailing Pictures

1. Tap **Start > Programs > Photosmart Mobile**.
2. Tap the thumbnail picture to be e-mailed.

**NOTE** If you cannot view or hear the media file to be e-mailed, the file may be protected by Digital Rights Management (DRM). DRM is software that enables secure distribution and prevents illegal distribution of pictures, videos, music, movies, and ring tones over the Internet. For more information on DRM, refer to the on-screen Help by tapping **Start > Help** and search on DRM.

3. Tap **Menu > Send**.

4. Tap **E-mail Attachment**.
5. Tap the **Reduce sent photo size to** check box and select the reduction percentage desired.
6. Tap **Next**.
7. Enter the appropriate e-mail address or use Contacts by tapping **Menu > Add Recipient**.
8. Enter other appropriate information, such as an e-mail title and message.
9. Tap **Send**.

## Viewing a Slideshow

To view a slideshow:

1. Tap **Start > Programs > Photosmart Mobile**.
2. Tap the slideshow icon at the bottom of the screen.
3. Tap the screen to view the **Pause**, **Forward**, **Backward**, and **Stop** buttons.

## Print Pictures

You can print pictures either wirelessly using Bluetooth or by saving the picture to a storage card and inserting the card into a printer.

To print pictures:

1. Tap **Start > Programs > Photosmart Mobile.**
2. Tap the thumbnail.
3. Tap **Menu > Print.**
4. Select the method by which to print.
5. Follow the on-screen instructions to print the picture.

## Add a Picture to a Contact

To add a picture to contact information:

1. Tap **Start > Programs > Photosmart Mobile.**
2. Tap the contact.
3. Tap **Menu > Edit.**
4. Tap **Picture.**
5. Tap the picture you want to add.

To remove a picture from contact information:

1. Tap **Contacts.**
2. Tap the contact.

3. Tap **Menu > Edit.**
4. Tap **Menu > Remove Picture.**

### Assign a Picture to the Today Screen Background

You can set the Today screen background to display a picture.

To assign a picture to the Today screen background:

1. Tap **Start > Programs > Photosmart Mobile.**
2. Tap the thumbnail.
3. Tap **Menu > Assign To > Today Background.**

# Mobile Office

Your HP iPAQ includes the following programs:

- Calendar
- Contacts
- Tasks
- E-Mail
- Internet Explorer Mobile
- Word Mobile
- Excel Mobile
- PowerPoint Mobile

With these applications:

- Manage contacts and calendar.
- Send and receive e-mail.
- Browse the Internet.
- Open and view slide show presentations.
- Create and edit documents and templates.
- Create and edit Excel workbooks and more.

To access these productivity tools and learn more about the features, tap **Start > Programs**.

## Calendar

### Accessing Calendar

Use Calendar to schedule appointments, meetings, and other events.

You can display appointments on the **Today** screen. If you use Outlook on your personal computer, you can synchronize appointments between your HP iPAQ and computer. You can also set Calendar to remind you of appointments with a sound or flashing LED.

You can look at your appointments in various views (Day, Week, Month, and Agenda). To see detailed appointment information in any view, tap the appointment. You can also change the Calendar view.

For easy access to your calendar, tap **Calendar** on the bottom of the **Today** screen. You can also access your calendar by tapping **Start > Calendar**.

For more information, refer to *Additional Product Information* located on the *Getting Started* CD.

## Viewing Today's Agenda

1. Tap **Start > Calendar**.
2. Tap **Menu > View > Agenda**.

**Tip** To quickly view today's agenda, on the **Today** screen, tap one of your upcoming appointments.

## Viewing Appointments

To view an appointment on your calendar:

1. Tap **Start > Calendar**.
2. Tap the appointment to view.

To view appointments for the week:

1. Tap **Start > Calendar**.
2. Tap **Menu > View > Week**.

**NOTE** You can also view appointments for the month or year by tapping the appropriate selection.

## Scheduling an Appointment

1. Tap **Start > Calendar**.
2. Tap **Menu > New Appointment**.
3. Enter a name for the appointment and information such as start and end times.

   To schedule an all-day event, in the **All Day** box, tap **Yes**.
4. When finished, tap **OK** to return to the calendar.

**NOTE** All-day events do not occupy blocks of time in Calendar; instead, they appear in banners at the top of the calendar.

To cancel an appointment, tap the appointment and tap **Menu > Delete**.

**Tip** To have the time entered automatically in Day view, tap the time slot for the new appointment, and tap **Menu > New Appointment**.

## Sending a Meeting Request

Use Calendar to schedule meetings via e-mail with contacts who use Outlook or Outlook Mobile.

To send a meeting request:

1. Tap **Start > Calendar**.
2. Schedule a new appointment, or open an existing one and tap **Edit**.
3. Tap **Attendees**.
4. Tap the name of the contact to invite.
5. To invite additional attendees, tap **Add** and the tap the name.
6. Tap **OK**. The meeting request is sent to the attendees the next time you synchronize your HP iPAQ.

When attendees accept a meeting request, the meeting is automatically added to their calendars. When their response is sent back to you, your calendar is also updated.

# Contacts

## Accessing Contacts

Use Contacts to:

- Store phone numbers, e-mail addresses, home addresses, and any other information that relates to a contact, such as a birthday or an anniversary date.
- Add a picture to a contact.
- Quickly communicate with people.

For easy access to contacts, tap the **Contacts** softkey on the bottom of the **Today** screen or tap **Start > Contacts**.

Tap a contact in the list for a summary of contact information.

If you use Outlook on your computer, synchronize contacts between your HP iPAQ and your personal computer.

## Creating a Contact

1. Tap **Start > Contacts**.
2. Tap **New** and enter the contact information.
3. When finished, tap **OK**.

**NOTE** If your contact list has been filtered by a category when you create a contact, that category is automatically assigned to the new contact.

To include a nickname, title, and more, while creating a contact, tap the **Name** arrow.

If most of the contacts you create have phone numbers that begin with the same area code, in Contacts, tap **Menu > Options** and enter that area code in the **Area code** box.

For more information about creating contacts, tap **Start > Help** on your HP iPAQ.

### Finding a Contact

To find a contact on a long list:

1. Tap **Start > Contacts**.
2. If you are not in **Name** view, tap **Menu > View By > Name**.
3. Do one of the following:
   - Begin entering a name or phone number in the provided text box until the contact is displayed. To show all contacts again, tap the text box and clear the text, or tap the arrow to the right of the text box.
   - Use the alphabetical index displayed at the top of the contact list. Tap the tab that corresponds to the first letter of the contact's name.
   - Filter the list by categories. In the contact list, tap **Menu > Filter**. Then tap a category you've assigned to a contact. To show all contacts, select **All Contacts**.

**NOTE** To search for a contact by entering a name or phone number, or by using the alphabetical index, you must be in **Name** view.

## Tasks

### Creating a Task

Easily create to-do tasks in the Task list.

1. Tap **Start > Programs > Tasks**.
2. Tap **Menu > New Task**, enter a subject for the task, and fill in information such as start and due dates.
3. When finished, tap **OK**.

For more information, refer to *Additional Product Information* located on the *Getting Started* CD.

### Locating a Task

When the task list is long, display a subset of the tasks or sort the list to quickly find a specific task.

1. Tap **Start > Programs > Tasks**.
2. In the task list, do one of the following:
   - Sort the list. Tap **Menu > Sort By**, and tap a sort option.
   - Filter the list by category. Tap **Menu > Filter**, and tap the category to display.

# E-mail

## Different Ways to Access E-mail Messages

When using Messaging, you can send and receive e-mail messages several ways:

- **Synchronize Outlook e-mail with your personal computer**

  Tap **Start > Messaging** to use your Outlook e-mail address.

- **Microsoft Exchange 2003**

  Exchange enables you to wirelessly synchronize your Inbox, Calendar, and Contacts to remotely check appointments and other information. For more information about Exchange, contact your IT administrator.

- **Messaging & Security Feature Pack (MSFP) with Microsoft Exchange 2003 Service Pack 2**

  Push technology keeps Outlook Mobile up-to-date by delivering Inbox, Calendar, Contacts, and Tasks list quickly and directly to your HP iPAQ. For more information about Connect to Mobile Business E-mail using Exchange Server 2003, contact your IT administrator.

- **Internet e-mail messages**

  Use the e-mail address you received from your Internet Service Provider (ISP) or your employer.

NOTE Some of the messaging applications may vary and are available only on select HP iPAQ models.

## Setting up an E-mail Account on an Exchange Server

Synchronize directly with an Exchange Server using a connection to a wireless network or a personal computer.

To set up e-mail on an Exchange server:

1. Tap **Start > Programs > ActiveSync**.

   NOTE If a screen displays several messages, click on the link that reads **If your company supports synchronizing directly with its Exchange Server you can set up your HP iPAQ to synchronize with it**, then follow the series of steps to synchronize your e-mail account with the Exchange Server. Otherwise, continue with the steps below.

2. Tap **Menu > Configure Server**.

   If you have not set up a synchronization server link, the following message is displayed: **Add Server Source**.

3. In the **Server address** box, enter the name of the server running Exchange 2003.

4. Select the **This server requires an encrypted (SSL) connection** check box if required by your IT department.

   Most companies require this option, and if this box is not checked, you cannot sync with your company Exchange Server.

5. Tap **Next**.

6. Enter your name, password, and domain, and then tap **Next**.
7. Select the **Save password** text box if you want to enable automatic sync.
8. To change the rules for resolving synchronization conflicts, tap **Advanced**.
9. Select the check boxes for the types of information items that you want to synchronize with Exchange Server.
10. To change available synchronization settings, select the type of information and tap **Settings**.
11. Tap **Finish**.

You can set up your HP iPAQ to synchronize with Exchange Server over a wireless network or through a cable or Bluetooth connection to a personal computer. You must have the following information to sync wirelessly: server name, user name, password, and domain name.

**NOTE** Synchronizing directly with Exchange Server is supported only on Windows Mobile-powered Pocket PC 2002 or later.

By clicking **Tools > Options**, you can determine whether an information type is synchronized with a personal computer or with Exchange Server.

## Setting up a POP3, HTTP, or IMAP4 E-mail Account

To send and receive mail, you need to set up an e-mail account with an Internet Service Provider (ISP) or have an account that you access using a virtual private network (VPN) server connection (typically a work account).

Be sure you have the proper plan with your wireless service provider and the connections have been set up correctly.

To set up an e-mail account on your HP iPAQ:

1. Tap **Start > Messaging**.
2. Tap **Menu > Tools > New Account**.
3. Enter your e-mail address, and tap **Next**.

   Auto configuration attempts to download necessary e-mail server settings so that you do not need to enter them manually.
4. Once Auto configuration has finished, tap **Next**.
5. Enter your name (the name you want displayed when you send e-mail) and your password.

If Auto configuration is successful, your user name is already entered. Tap **Next**, then **Finish** to complete setting up your account, or tap **Options** to access additional settings. For example:

- Change the time intervals for downloading new messages
- Download attachments
- Limit the number of messages that are downloaded

If Auto configuration is unsuccessful, tap **Start > Help** and search on `email`.

**NOTE** You can set up several e-mail accounts in addition to your Outlook E-mail account.

You cannot add a new account while connected. Tap **Menu > Stop Send/Receive** to disconnect.

### Composing and Sending Outlook E-mail Messages

To compose and send a message:

1. Tap **Start > Messaging**. Outlook E-mail is displayed.
2. Tap **New**. An Outlook E-mail text box is displayed.
3. Enter the e-mail address or phone number of one or more recipients, separating them with a semicolon. To access addresses and phone numbers from Contacts, tap **To**.
4. Enter your message. To quickly add a canned message, tap **Menu > My Text** and tap a desired message.
5. To check spelling, tap **Menu > Spell Check**.
6. Tap **Send**. If you are working offline, your message is moved to the Outbox folder and is sent the next time you connect.

**NOTE** Tap the **Inbox** drop-down arrow to access other Outlook folders such as Drafts, Outbox, and Sent Items.

### Replying to or Forwarding an Outlook E-mail Message

To reply to or forward a message:

1. Tap on the message to open it, and then tap **Menu > Reply**, **Reply All**, or **Forward**.
2. Enter your response. To quickly add common messages, tap **Menu > My Text** and tap a desired message.
3. To check spelling, tap **Menu > Spell Check**.
4. Tap **Send**.

**NOTE** To keep the original text with the outgoing message, tap **Menu > Tools > Options** then tap the **Message** tab. You must check the **When replying to e-mail, include body** option.

### Sorting the Message List

To sort the message list:

1. In the message list, tap the sort list (labeled **Received** by default) and select an option.
2. Select the option again to reverse the sort order (ascending and descending).

## Internet Explorer Mobile

Use Internet Explorer Mobile to view and download web pages as well as browse web sites through synchronization, or when connected to the Internet.

Before connecting to the Internet, setting up a wireless connection or network card, obtain the following:

- Internet Service Provider (ISP) or wireless service provider
- ISP server phone number or access point
- User name and password

To access Internet Explorer Mobile, tap **Start > Internet Explorer**.

## Word Mobile

You can create and edit documents and templates in Word Mobile. You can also save the documents and templates as .doc, .rtf, .txt, and .dot files.

With Word Mobile:

- Edit Word documents and templates created on your computer.
- Open and edit Pocket Word (*.psw) documents.

**NOTE** If you edit a file, save it in .doc, .rtf, .txt, or .dot format.

To access Word Mobile, tap **Start > Programs > Word Mobile**.

## Excel Mobile

Create and edit workbooks and templates on your HP iPAQ with Excel Mobile.

With Excel Mobile:

- View, edit, and create charts and graphics, which can be embedded as objects in a worksheet or placed on a separate worksheet.
- Enter formulas and functions, and then filter data to see the subset of information you want.
- Split panes to view different parts of a worksheet at the same time.
- Freeze the top and left-most panes in a worksheet to keep row and column labels or other data visible as you scroll through a sheet.

To access Excel Mobile, tap **Start > Programs > Excel Mobile**.

## PowerPoint Mobile

Use PowerPoint Mobile to open and view slide show presentations created on your computer.

With PowerPoint Mobile:

- Open a presentation from an e-mail message.
- Download a presentation from a file share or the Internet.
- Copy a presentation to your HP iPAQ via a storage card.
- Obtain a presentation by synchronizing with your computer.

**NOTE** Slide shows created in *.ppt or *.pps format with PowerPoint '97 and later can be viewed on your device.

PowerPoint features that are not supported on your HP iPAQ include:

- Notes: Notes written for slides are not visible.
- Rearranging or editing slides: PowerPoint Mobile is a viewer only.

To access PowerPoint Mobile, tap **Start > Programs > PowerPoint Mobile**.

# WLAN

**NOTE** WLAN is available on rx5900 series models only.

With wireless access, cables are not needed to connect your HP iPAQ to the Internet. Instead, access points transmit data to and from your wireless device. Your HP iPAQ can connect to an 802.11b/g WLAN or connect directly to other WLAN-enabled devices. With WLAN, you can:

- Access the Internet
- Send and receive e-mail
- Access corporate network information
- Use virtual private networks (VPNs) for secure remote access
- Use hotspots for wireless connectivity

## Turning WLAN On or Off

To turn WLAN on or off:

1. Tap **Start > Today > iPAQ Wireless**.
2. Tap the **WLAN** icon on the **iPAQ Wireless** screen.

When WLAN is on:

- The **WLAN** icon on the **iPAQ Wireless** screen turns amber or green.
- The wireless light-emitting diode (LED) on your HP iPAQ flashes blue.

**NOTE** Even though the indicator is blue to indicate WLAN is turned on, it does not necessarily mean a connection has been established with another device or access point.

Turn WLAN off when you are not using it by tapping the **WLAN** icon again.

When **WLAN** is off, the **WLAN** icon turns gray, and the blue LED turns off.

## Searching for WLAN Networks to Access

Networks that have been already configured are preferred networks. Choose whether to connect only to preferred networks or to have your HP iPAQ search for and connect to any available network (preferred or not).

1. Tap **Start > Today > iPAQ Wireless**.
2. Tap the **WLAN** icon to turn on WLAN.
3. Tap **View WLAN Networks**.
4. In the **Networks to access** box, tap the type of network to connect to (**All Available**, **Only access points**, or **Only computer-to-computer**).
5. Tap the wireless network to which you want to connect.

## Configuring Network Security Settings

A wireless network can be added when the network is automatically detected. Or, manually enter the settings information to add the network. To determine if authentication information is needed, check with your Network Administrator or Hotspot Service Provider.

1. Tap **Start > Today > iPAQ Wireless**.
2. Turn on WLAN by tapping the **WLAN** icon.
3. Tap **View WLAN Networks** to choose an available network.
4. In **Configure Wireless Networks**, select the network to configure.
5. To use authentication, tap the **Network Key** tab and select the authentication method from the **Authentication** list.
6. To use data encryption, select an encryption method from the **Data Encryption** list.
7. To automatically use a network key, tap **The key is automatically provided**. Otherwise, enter the network key manually.

# Bluetooth

Your HP iPAQ comes with built-in Bluetooth which is a short-range wireless communications technology. Devices with Bluetooth capabilities can exchange information over a distance of about 30 feet (10 meters) without requiring a physical connection.

Use Bluetooth to:

- Transfer information, such as files, appointments, tasks, and contact cards, between devices that have Bluetooth capabilities.
- Print data to a Bluetooth-designated printer.
- Use a Bluetooth service. Once you connect to another device or computer using Bluetooth, you can locate and use any of the services available on that device.

**Tip** Your HP iPAQ may include additional Bluetooth features.

**NOTE** WLAN is available on rx5900 series models only.

# Finding More Information

| For information on… | See this source… |
|---|---|
| Using your HP iPAQ | *Additional Product Information* on the *Getting Started* CD. |
| Connecting to and synchronizing with a computer | ActiveSync Help on your computer. To view Help, start ActiveSync, then click **Help > Microsoft ActiveSync Help**. |
| Troubleshooting on ActiveSync connections | ActiveSync Troubleshooting on your computer. From ActiveSync, click **Help > Microsoft ActiveSync Help > Troubleshooting**. |
| Programs that are on your HP iPAQ | *Getting Started* CD and Help located on the HP iPAQ. From the **Start** menu, tap **Help**. |
| Safety precautions | *Important Safety Information* on the *Getting Started* CD. |
| Web sites optimized for your HP iPAQ | www.hp.com/go/ipaqmobile |
| Accessory products | www.hp.com/accessories/ipaq |
| Warranty information | www.hp.com/go/handheldwarranty |

# Index